



Contractor Support

United States Army Cadet
Command



Contractor Employment

- ✓ Notify the Contracting Officer Representative (COR) when a vacancy arrives at
your location. COR is located at Cadet Command HQs Resource Management Directorate.
- ✓ Review the qualified nomination package received from the Contract Zone Manager.
- ✓ Conduct an interview with the nominee, if necessary.
- ✓ Do not inform the nominee of your intent to hire or not. COMTek makes the notification. If questioned by the applicant, refer them to COMTek.
- ✓ Provide Contract Zone Manager, within 14 days of receipt of the nomination package, either a written selection or rejection notice.
- ✓ If you decide to reject the nomination, you must provide a valid reason for denying

Contractor Terminations

- ✓ The only individual authorized to terminate a COMTek employee is the Contracting Officer (KO) (KO is located at Ft. Eustis).

- ✓ PMS Steps:
 - Document all allegations of either misconduct or poor performance.
 - Do not inform the contract employee of the intent to proceed with a termination action and ensure that the information is kept close hold (keep Military Chain of Command informed). Do not at any time make a statement that you are 'firing' or 'removing' that employee. A PMS does not have the authority to "fire", only COMTek does.
 - Send the termination documentation through the Chain of Command to the COR located at Cadet Command.

- ✓ COR will forward the termination to Cadet Command Staff Judge Advocate (SJA) for review prior to forwarding to the Northern Region Contracting Center (NRCC) at Ft. Eustis for their approval.